

Office of the State Comptroller, Division of Investigations

Investigators

Description: Conduct, in conjunction with attorneys and financial analysts, confidential and sensitive investigations of public entities, including but not limited to state authorities, agencies, local and municipal governments, and school boards, for the purpose of detecting, reporting upon and remediating fraud, abuse, waste and corruption in New Jersey government.

Responsibilities:

Identify potential investigative issues, subjects and targets; receive and analyze complaints and referrals to determine investigatory merit.

Develop and implement investigative plans in conjunction with attorneys and financial analysts.

Obtain (via subpoena as necessary), analyze, organize and maintain documents and other investigative information related to inquiries and investigations conducted by the office.

Conduct comprehensive investigative interviews and prepare detailed summary reports.

Assist attorneys in preparing comprehensive summary reports, synthesizing and detailing investigative procedures, findings and recommendations for corrective action; prepare and monitor remedial follow-up plans.

Review, in conjunction with audit division, entities receiving state funds to ensure proper internal controls, management, recording and disbursement of those funds, as well as oversee investigative aspect of audits to identify potential fraud, abuse, waste and corruption.

Develop a working knowledge of applicable laws, regulations, standards, and "best practices" related to ongoing investigations, as well as a working understanding of the mission, enabling legislation and powers, obligations and duties of the office.

Requirements:

Excellent writing skills and experience
Experience with criminal and/or civil investigations
Experience interviewing witnesses and preparing summary reports

Interested candidates shall submit a cover letter, resume and at least three (3) references to:

Melissa Liebermann, Esq.
Chief of Staff
Office of the State Comptroller
20 W. State St.
P.O. Box 024
Trenton, NJ 08625
E-mail: comptrollerstaff@osc.state.nj.us

Please note: Effective September 1, 2011, all candidates for employment with the State of New Jersey must either be a current resident of New Jersey or become a permanent resident of New Jersey within one year of the date the employee begins employment with the State of New Jersey. N.J.S.A. 52:14-7.